



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Instructions and Supporting Materials

Table of Contents

- Introduction
- Permit fact sheet
- DEP addresses and phone numbers

Introduction

DEP *Permit Applications*, as well as *Instructions & Supporting Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Supporting Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Supporting Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

1. What is the purpose of the DEP TUR Planner Certification Program?

The DEP Toxic Use Reduction Planner Certification Program certifies environmental professionals as TUR Planners. It was established by the Massachusetts Toxics Use Reduction Act, M.G.L. c. 21I ("TURA"), which is implemented by regulations found at 310 C.M.R. 50.00.

TURA requires that each regulated facility prepare a toxics use reduction plan and update the plan every two years. A TURA plan must be certified by a TUR Planner. Although the actual plan remains at the facility, a plan summary that includes a certification statement must be submitted to DEP.

A TUR Planner may certify a plan ONLY IF, based on independent professional judgment, he or she has examined and is familiar with the plan, the plan satisfies the requirements of the regulations, and the plan demonstrates a good faith and reasonable effort to identify and evaluate toxics use reduction options.¹ A TUR Planner must maintain records of his or her plan review process for at least five (5) years.

To ensure that TUR Planners are competent to perform their professional duties, TURA requires that they be certified by the DEP.

2. What are Limited and General Practice TUR Planners?

Under TURA, there are two types of Planners: General Practice Planners and Limited Practice Planners. General Practice TUR Planners may certify the TUR plan of any facility in Massachusetts. Limited Practice TUR Planners may only certify the TUR plan of his or her employer.² Limited Practice TUR Planners may also certify the TUR plan of any facility owned or operated by their employer provided they demonstrate that "at least one year of his or her experience in toxic use reduction activities is related to the operation of the facility."

3. What are the requirements for General Practice and Limited Practice Planners?

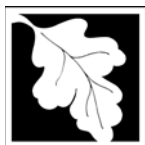
General Practice Planners must become certified as a TUR Planner by satisfactorily completing the TUR Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts at Lowell and passing the TUR Planner Examination given by the DEP. A Limited Practice Planner may either complete the TUR Planner Course and pass the TUR Planner Examination or the applicant may seek certification by demonstrating at least two (2) years of toxics use reduction experience (see question # 16 for more details). All applicants whether General or Limited Practice must possess seven (7) years of specific work experience in fields related to toxic use reduction (see question # 12)

4. Once certified as a TUR Planner, how long does the certification remain valid?

Initial certification is valid for two years and is renewable for increments of two years.

¹ Each plan (and update) must include the following written statement signed by a DEP-certified TUR Planner: "Based on my independent judgment as a toxics use reduction planner, I certify under the penalty of law that the following is true: (a) I have examined and am familiar with this toxics use reduction plan, (b) the plan satisfies the requirements of 310 CMR 50.40; and (c) the plan demonstrates a good faith and reasonable effort to identify and evaluate toxics use reduction options."

² The term "employer" is defined at 310 C.M.R. 50.55(6) as meaning "an individual or organization for whom the planner works or receives wages on a regular basis."



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

5. How does a TUR Planner become re-certified?

In order to become recertified, a TUR planner must secure either 30, 24 or 20 continuing education credits depending on the Planner's certification status. See the following chart for guidance.

Certification Type	General Practice	Limited Practice
First Recertification	30 credits	24 credits
Second, Third, Etc. Recertification	24 credits	20 credits

6. What is the fee for initial certification and recertification?

There are four different fee amounts depending on you certification status. See the following chart.

Planner Type	General Planner	Limited Planner
Initial Certification	\$500	\$100
First Recertification	\$500	\$100
Second, Third, etc.	\$250	\$75

These fees are waived up to \$100 for state employees who want to become certified (see section 50.53 of the regulations). If you work for a state agency, you may only apply for a Limited Practice Planner certification and cannot certify plans for non-employer facilities.

7. How does an applicant apply for certification?

All applicants must complete the Department's standard transmittal form, which is included as part of the complete TUR Planner application package. In addition, all applicants must complete the form entitled "**BWP - TU 01 & BWP - TU 02.**" This form requests general information from the applicant to determine if the applicant meets the basic requirements for TUR Planner certification.

Limited Practice TUR Planner applicants must also complete form "**BWP - TU Supplemental XP.**" This form requests information from the applicant to determine whether the applicant can qualify for certification through experience only. (Note: Limited Practice applicants may also qualify by passing the TUR Planner Examination.)

General Practice TUR Planner applicants must also complete form "**BWP - TU Supplemental XA.**" This form requests exam-specific information.

TUR Planner application packages may be obtained by accessing the web at <http://www.mass.gov/dep/bwp/dhm/tura/turaforms> or, calling (617) 574-6820 and asking for a "TUR Planner Certification application package."

8. Where do I send the application?

The complete application and a copy of the transmittal form should be sent to:

Department of Environmental Protection
TUR Planner Certification Program
1 Winter Street, 8th Floor



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

Boston, Massachusetts 02108

9. Where do I send the fee payment?

The fee payment (check) and a copy of the transmittal form should be sent to:

Department of Environmental Protection
P.O. Box 4062
Boston, Massachusetts 02211

Note: If you are applying for General Practice status (\$500 fee), enter "BWP TU 01" as the permit code on the transmittal sheet and "General Practice TURP" as the permit name. If you are applying for Limited Practice status (\$100 fee), enter "BWP TU 02" as the permit code on the transmittal sheet and "Limited Practice TURP" as the permit name.

10. Can the TUR Planner application forms be accessed over the Internet?

Yes. The TURA Program's direct address is <http://www.mass.gov/dep/bwp/dhm/tura/turforms.htm>

11. How long does it take for the application process to be completed?

Normally, not more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

12. What is the basic requirement for becoming certified as a TUR (General or Limited) Planner?

All applicants, whether General or Limited Practice, must possess seven (7) years of specific work experience in fields broadly related to toxics use reduction.³ Work experience may be in any of the following fields:

- (a) engineering, process control
- (b) manufacturing, production, quality
- (c) environmental compliance or worker health and safety
- (d) planning or industrial design or research and development
- (e) accounting, business administration or product marketing
- (f) managerial or legal

The DEP may, at its discretion, allow work experience in areas other than those set forth above to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and knowledge a TUR Planner must possess to determine if a TUR plan has been developed in accordance with the regulations (see section 50.52(4) of regulations).

13. What is acceptable as an educational substitution for the required work experience?

The Regulations establish the following educational substitutions:

³ Relevant education may substitute for up to five (5) years of the required work experience.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

Vocational or Technical Certificate: 1 year

Associate Degree with a concentration or major directly related to the work experience set forth in the regulations (or in biology, chemistry or physics): 2 years

Bachelor Degree with a concentration or major directly related to the work experience set forth in the regulations (or in biology, chemistry or physics): 4 years

Bachelor's Degree with a concentration or major directly related to the work experience set forth in the regulations (or in biology, chemistry or physics): 3 years

Master or Doctorate Degree with a concentration or major directly related to the work experience set forth in the regulations (or in biology, chemistry or physics): 5 years

Master or Doctorate Degree with a concentration or major directly related to the work experience set forth in the regulations: 4 years

(See section 50.52(3) of the Regulations.)

The Regulations allow DEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

14. What are the other requirements for becoming a TUR Planner?

In addition to work experience, all applicants must demonstrate sufficient skills and knowledge to evaluate the specific analyses integral to the toxics use reduction planning process. These analyses are spelled out in detail in section 50.51(2) of the Regulations. All applicants are encouraged to review this section prior to filling out the application.

General Practice TUR Planner applicants demonstrate their ability to evaluate these analyses by successfully completing the TUR Planner Course, and subsequently passing the TUR Planner Examination (see section 50.54(1) of the regulations).

Limited Practice TUR Planners demonstrate these skills by describing, as part of their application, how their work experience has provided them with two (2) years of "... experience in toxics use reduction activities." (See section 50.55(1) of the regulations and question #15 below).

15. How are the TUR Planner Examinations graded?

The examinations (required only for General Practice Planners) are graded on a pass/fail basis by the Department with the assistance of TURI. The exam is usually given each year in the winter at the DEP office on Winter St. in Boston.

16. What constitutes two (2) years of experience in toxics use reduction for Limited Practice TUR Planner certification?

To become certified as a Limited Practice TUR Planner through experience, the applicant must demonstrate that he or she has at least two (2) years of experience in "toxics use reduction activities."

:



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

Toxics use reduction activities are defined as activities that require *skills* needed to develop or evaluate a toxics use reduction plan. In the application form, these skills are grouped into four broad types of analyses that are described below.

Applicants must demonstrate that they have experience that has given them the skills needed to perform or evaluate each of these analyses. The experience could be working on TUR projects or on other tasks that are sufficiently similar in that they involve the required skills. If the experience is not in TUR, the applicant must explain how their experience is relevant to TUR planning (unless the relevance is clearly apparent).

The four categories of analyses are:

A. **Process Assessment**, which includes determining: (1) why a toxic chemical or production process is used, (2) the points where the chemical enters or leaves the production process, and (3) the amounts of toxic chemicals used and the amount produced as byproducts and emissions. Process assessment also involves determining whether or not a process flow diagram corresponds to actual facility operations.

B. **Options Identification**, which includes (1) generating a list of options or alternatives to current process operations or chemical usage, (2) identifying when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction.

C. **Technical Evaluation**, which includes analyzing the technical feasibility of a potential change in process operations or chemical usage. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used and/or produced as byproducts or emissions as a result of the change, and (4) the facility's operation and function.

D. **Economic Evaluation**, which includes analyzing the economic feasibility of a potential change in process operations or chemical usage including an analysis of the costs and savings associated with the change.⁴

The TURA statute and the Regulations require that an applicant have at least two (2) years of full-time experience in toxics use reduction activities. There are two ways that such experience can be gained:

For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the analyses outlined above, the two (2) years experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 2 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that they be routinely conducted. Part-time work of this nature would be pro-rated. For example, someone who worked 17.5 hours/week would have had to work at the job for 4 years.

For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a TUR plan, the two (2) years of experience is gained if they have worked for a total of 24 months on projects in which they used skills needed to perform or evaluate the analyses outlined above.

Part-time work is also pro-rated if the person always worked part-time, the elapsed time would be pro-rated, so the applicant would need a total of 48 months.

⁴ Note that the Regulations focus on the skills needed to perform or evaluate such analyses. The intent is to allow flexibility for those seeking to become TUR Planners. An applicant may not at this point have worked on a toxics use reduction project, but may have other relevant experience that demonstrates the required skills. Such an applicant, for example, may have evaluated potential changes in facility operations as part of a total quality improvement team. This applicant would need to demonstrate in his/her application how that experience provided the skills needed for the "technical evaluation" category.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Toxics Use Reduction Planning and Reporting Program
BWP - TU 01 & BWP - TU 02
Certification of Toxics Use Reduction Planners
Permit Fact Sheet

17. What are the continuing education requirements for recertification?

TUR Planners **MUST** become recertified every two (2) years. Recertification requires TUR Planners to complete a specific amount of continuing education credit in “toxics use reduction activities” over a two-year period. In general, 1 hour of training equals 1 credit toward recertification. Continuing education need not be sought in a formal, educational setting. Trade association workshops, and seminars sponsored by state or federal agencies, may all qualify for credit toward recertification.

Please see **Planner Recertification Instructions** for further information on TUR Planner recertification.

18. Planner disciplinary actions.

DEP may suspend, deny or revoke a TUR Planner’s certification, or deny recertification for any good cause, including, but not limited to:

- (a) gross negligence in complying with the Regulations
- (b) fraud or misrepresentation in complying with the Regulations
- (c) unethical conduct in complying with the Regulations
- (d) failure to meet the recertification requirements
- (e) noncompliance with any provision of the TURA statute or the Regulations. (See section 50.59 of the Regulations.)

19. For additional information?

Please contact the TUR Planner Certification Program at (617) 574-6820 with any additional questions you may have concerning the certification or recertification requirements.



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston

One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station

37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237 *Air Quality Surveillance*
Telephone: (978) 975-1138

Office of Watershed Management

627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region

One Winter Street
Boston, MA 02108
Phone: (617) 654-6500



Amesbury
Andover
Arlington
Ashland
Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
Cambridge
Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP - TU 01 & BWP - TU 02

Certification of Toxics Use Reduction Planners

Transmittal Number _____

Before completing this application and one of the accompanying supplemental forms, please read the Instructions and Supporting Materials, as well as the TURA Regulations found at 310 CMR 50.00, specifically sections 50.50 to 50.61.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Instructions

Make check payable to Commonwealth of Massachusetts

Please mail this application along with a copy of the transmittal form to:
Department of Environmental Protection, TUR Planner Certification Program, One Winter St., 8th Fl., Boston, MA 02108

A. Certification Information

Please indicate in question 1 whether you are requesting certification by examination or through experience and in question 2 whether you are applying for General or Limited Practice.

1. Type of certification requested, check one:

- ☐ Certification by Examination
☐ Certification Through Experience – limited practice only

If you are requesting certification by examination, also complete **Form BWP – TU Supplemental XA**.
If you are requesting certification through experience, also complete **FORM BWP – TU Supplemental XP**.

2. Are you applying for:

- ☐ General Practice (as consultant for one or more facilities), the fee is \$500.00). Applicants applying for General practice must certify by examination. On the transmittal form, enter “BWP TU 01” as the permit code and “General Practice TURP” as the permit name.
- ☐ Limited Practice (ONLY for the facility or facilities owned/operated by current employer; the fee is \$100.00). Applicants may certify by exam or through experience. On the transmittal form, enter “BWP TU 02” as the permit code and “Limited Practice TURP” as the permit name.

B. Applicant Information

Please print or type.

Last Name First Name Middle Initial

Mailing Address line 1

Mailing Address line 2

City/Town

State

Zip Code

Telephone and extension

e-mail (optional)

Date of Birth

Soc. Sec.# or Driver's License ID#

Place of Employment

If employed at a TURA filer, provide DEP facility number

Address

City/Town

State

Zip Code

Telephone and extension

Enter address
ONLY if different
from above.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP - TU 01 & BWP - TU 02

Certification of Toxics Use Reduction Planners

Transmittal Number _____

C. Certification Statement

"I certify that, to the best of my knowledge, all information presented in this application is true in substance and effect."

Signature of applicant

Date

D. Employment Information

If you need more space than is provided, please continue on the back of page. Be sure to clearly note, however, which question you are answering. Use a photocopy of this page of the application if necessary. In order to initially qualify as a TURP, the application must have seven (7) years of full-time experience in any of the following areas:

- Engineering or process control
- Manufacturing, production, or quality control
- Environmental compliance or worker health and safety
- Accounting, business, administration or product marketing
- Planning, industrial design, or research development
- Managerial or legal

Part-time work experience in the areas listed above may count, on a pro-rated basis, toward the required seven (7) years of full-time experience - see question 12 in the instructions and supporting materials. **NOTE:** Education may substitute for up to five (5) years of the required work experience.

1. Are you seeking to substitute education for some of the required experience? ☐ Yes ☐ No

If yes, how many years do you seek to substitute? _____
Years

2. Employment experience – current position:

List Current Position

Job Title

Date of Employment

Immediate Supervisor/Title

Supervisor's Telephone #

Is this full-time or part-time work? ☐ Full Time - 37.5 or more hours ☐ Part Time

If part-time, how many hours per week did you work? _____
Hours

Describe duties, responsibilities, skills and/or knowledge acquired in terms of the six areas above:



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP - TU 01 & BWP - TU 02

Certification of Toxics Use Reduction Planners

Transmittal Number _____

D. Employment Information (cont.)

3. Employment experience – previous position:

Job Title _____

Date of Employment _____

Immediate Supervisor/Title _____

Supervisor's Telephone # _____

Is this full-time or part-time work? ☐ Full Time - 37.5 hours or more ☐ Part Time

If part-time, how many hours per week did you work? _____
Hours

Describe duties, responsibilities, skills and/or knowledge acquired in terms of the six areas listed:

E. Educational Substitution

Before completing this section of the application, please read question 13 of the Instructions and Supporting Materials as well as section 50.52(3) of the TUR Regulations, which explain that education may substitute up to five (5) years of the required work experience. If you are not seeking educational substitution, this section is **optional**. Applicants are, however, encouraged to complete this section if their education is particularly relevant to a review of their competency.

Please attach a photocopy of your degree or certificate to the application (or transcript, if it indicates the attainment of a degree or certificate. If you would like your transcript returned, please enclose a self-addressed, stamped envelope with this application).

List below the educational institutions attended in chronological order beginning with the most recent. (Use a photocopy of this part of the application if necessary.)

Name of Institution _____

Address _____

Major _____

Dates Attended _____

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in questions 12 and 13 of the Instructions and Supporting Materials, explain why you think this education is relevant. Please also enclose a transcript of your courses.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP - TU 01 & BWP - TU 02

Certification of Toxics Use Reduction Planners

Transmittal Number _____

E. Educational Substitution (cont.)

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in question 12 of Instructions and Supporting Materials, explain why you think this education is relevant. Please also enclose a transcript of your courses.

Name of Institution

Address

Major

Dates Attended

☐ Degree

☐ Certificate

If degree/certificate is not in one of the fields described in question 12 of Instructions and Supporting Materials, explain why you think this education is relevant. Please also enclose a transcript of your courses.



BWP – TU Supplemental XP

Supplemental information for TURP certification through experience

Transmittal Number _____

A. Applicant Information

Last Name _____

First Name _____

Middle Initial _____

The TUR Act and its implementing regulations require that an applicant have two (2) years of elapsed, full-time experience in toxics use reduction activities. This experience can be gained in one of two ways:

For applicants whose job responsibilities include the routine use of the skills needed to perform the analyses listed in Section C below: Two (2) years of experience is gained if they worked at such a job full-time (i.e., at least 37.5 hours per week) for two (2) years. Note that this is not necessary for the applicant's work to be limited to these activities. Nor does all their time have to be devoted to such activities. The key is having two (2) years of elapsed time experience using the skills.

Part-time workers must pro-rate their time, meaning that an applicant who has worked at least 17.5 hours per week would have had to work at his or her job for four (4) years.

For applicants whose job responsibilities do not include the routine use of the skills needed to develop or evaluate a TUR plan: Two (2) years of experience is gained if they have worked for a total of 24 months on project in which they used these skills. For example, for the past 3 years, Applicant A has worked full-time on the following projects: January 1990 to July 1990 (redesign of a production process), March 1991 to March 1992 (in-depth evaluation of air pollution from a production process), and from January 1992 to August 1992 (costing out a new coating technique).

As long as Applicant A has worked at least 37.5 hours per week (although all 37.5 hours do not have to have been devoted to the project) he or she would have the requisite two (2) years of TUR experience in elapsed time. Note the third project (i.e., coating technique) only gives Applicant A five months of experience because Applicant A has already received "credit" for the period between January and March of 1992. The time overlapping cannot be credited twice.

Part-time work is pro-rated. For example, if Applicant A worked part-time, the elapsed time would be pro-rated. Accordingly, applicant A would need a total of 48 months of appropriate projects.

1. Are you claiming at least two (2) years of experience in toxics use reduction activities as described in 310 CMR 50.55(2) of the TURA Regulations? ☐ Yes* ☐ No

*If YES, please describe your two (2) years of experience of TUR activities by providing the name of the employer at which the experience was gained, a brief description of the experience itself (or the project name, if applicable), and the dates during which you gained the experience or worked on the project(s).



BWP – TU Supplemental XP

Supplemental information for TURP certification through experience

Transmittal Number _____

A. Applicant Information (cont.)

2. Have you attended and completed the toxics use reduction course? ☐ Yes ☐ No

Completing the
TURP course
counts for 6 months
of the required
experience

If yes, please give the date and location of the toxics use reduction planner course you attended and attach a copy of your TURP course certificate to this page of the application

Date

Location

B. Certification Information

1. Do you plan to certify plans for any facility(ies) owned or operated by your employer other than the one at which you are currently employed?

☐ Yes ☐ No

If yes please give the facility name, address and DEP facility ID number. Also describe below how at least one (1) year of your experience in TUR activities is related to the operation of the other facility(ies) See question 2 in the Instructions and Supporting Materials. Photocopy this page if necessary.

Facility Name

Address

DEP Facility ID#

Description

Facility Name

Address

DEP Facility ID#

Description

Facility Name

Address

DEP Facility ID#

Description



BWP – TU Supplemental XP

Supplemental information for TURP certification through experience

Transmittal Number _____

C. Experience in Toxics Use Reduction or Other Related Activities

Please describe in detail on the following pages, your two (2) years of experience in TUR activities by using the space provided in each of the first four sections presented below. Note that you must have had “experience” in each of the first four categories, i.e., process characterization, options identification, technical evaluation, and economic evaluation.

Experience in toxic use reduction activities means possessing either the skills or knowledge necessary to conduct all the analyses or tasks as described in each of the first four sections, or skills or knowledge necessary to evaluate whether each of these analyses were conducted in accordance with the Regulations.

You may describe projects that are not toxics use reduction projects per se, if they involved the required skills. You must, however, state how the skills or experience can be applied to developing or evaluating TURA plans.

The Department may consider whether, through work experience, you used or gained the skills and knowledge to enable you to conduct or evaluate the analyses as described in the four sections in the following pages. Accordingly, in the box entitled “other related activities” please describe that experience which does not fit easily into one or more of the first four categories mentioned, but that you believe is TUR experience.

All applicants are strongly encouraged to read “A Practical Guide to Toxics Use Reduction”, published by the Office of Technical Assistance, prior to completing this part of the application.



Supplemental information for TURP certification through experience

Transmittal Number

Process Characterization

This category involves determining, or evaluating the work of others who determine, for any given production process, (1) why a toxic chemical or production process was used, (2) the points where a chemical enters and leaves the process, (3) the amount of toxic chemical used, and the amount of produced as byproducts and emissions. Determining whether or not a process flow diagram corresponds to actual facility operations is also included in this category.

tu012cta rev. 10/04



Supplemental information for TURP certification through experience

Transmittal Number

Options Identification

This category involves experience in completing the tasks listed below or evaluating the work of others who do so. The tasks are (1) generating a list of options or alternatives to current process operations or chemical usage, (2) identifying the time when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction. Experience with formal options-generation techniques, such as brainstorming, may be described in this category.

tu012cta rev. 10/04



Supplemental information for TURP certification through experience

Transmittal Number

Technical Evaluation

This category includes analyzing the technical feasibility of a potential change in process operations or chemical usage. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used in/or produced as byproducts or emissions as a result of the change, and (4) the facility's operation and function.

tu012cta rev. 10/04



Supplemental information for TURP certification through experience

Transmittal Number

Economic Evaluation

This category involves analyzing the economic feasibility of a potential change in process operations or chemical usage, including analyzing the direct costs and savings associated with the change.

tu012cta rev. 10/04



Supplemental information for TURP certification through experience

Transmittal Number

Other Related Activities

tu012cta rev. 10/04



BWP – TU Supplemental XA

Supplemental information for TURP certification by
examination

Transmittal Number _____

A. Applicant Information

In order to qualify for exam-track status, you must have completed the toxics use reduction planner certification course and pass the uniform certification exam.

Last Name

First Name

Middle Initial

1. Please give the date and location of the toxics use reduction planner certification course you attended.

Date

Location

2. Did you complete the course? ☐ Yes ☐ No

*You must have completed the course to be eligible for exam-track status.

If Yes, attach a copy of your TURP course certificate to this page of the application.

3. Please give the date and location of the TURP examination you took:

Date

Location

4. Did you pass examination? ☐ Yes ☐ No

*In order to qualify for exam-track status you must have passed a uniform TURP certification examination not more than two (2) years prior to applying for certification.